Interior Signage

Design Standards
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# Interior Wayfinding Signage - Design Standards

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This document shall be read in conjunction with University of Victoria Signage Policy and Interior Wayfinding, Safety & Info Signage - Specifications and Details.

The Signage Policy can be downloaded through the University of Victoria Website at the following location: http://www.uvic.ca/universitysecretary/policies/index.php

Specifications and Details can be downloaded through the University of Victoria Website at the following location: https://www.uvic.ca/facilities/service/projects/design.php
NAMING CONVENTIONS

Facilities Management will use its discretion to abbreviate or otherwise alter the official names of university entities on signage with the aim of facilitating ease of wayfinding. In most cases, this involves removing redundancies from the beginning official names such as “Department of”, “University of Victoria” and “Office of”. The intent is to permit visitors to easily read a list of building occupants in alphabetical order. The use of ampersands will not be permitted.

All office signs shall show occupants’ title(s) and name(s) on separate plates. Occupant names shall be formatted with first initial and last name.

All rooms shall be Numbered with uppercase prefixes and lowercase suffixes where used (i.e. A202b)

In cases where titles must be separated into multiple lines, it is best practice to separate the titles into one phrase on each line.

The follow are examples of official names as compared to names used for signage.

**GENERAL OFFICES**

<table>
<thead>
<tr>
<th>Official Name</th>
<th>Sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Writing</td>
<td>Writing General Office</td>
</tr>
<tr>
<td>Faculty of Science</td>
<td>Science General Office</td>
</tr>
<tr>
<td>School of Child and Youth Care</td>
<td>Child and Youth Care General Office</td>
</tr>
</tbody>
</table>

**OFFICES**

<table>
<thead>
<tr>
<th>Official Name</th>
<th>Sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of the Registrar</td>
<td>Registrar</td>
</tr>
<tr>
<td>Office of Indigenous Affairs</td>
<td>Indigenous Affairs</td>
</tr>
<tr>
<td>Benefits</td>
<td>Benefits</td>
</tr>
<tr>
<td>Equity &amp; Human Rights Office</td>
<td>Equity and Human Rights</td>
</tr>
</tbody>
</table>

**SERVICES**

<table>
<thead>
<tr>
<th>Official Name</th>
<th>Sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Accounting Services</td>
<td>Accounting Services</td>
</tr>
<tr>
<td>Department of Printing &amp; Duplicating Services</td>
<td>Printing and Duplicating Services</td>
</tr>
<tr>
<td>Department of UVic Communications Services</td>
<td>Communications Services</td>
</tr>
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</table>

**OFFICIAL NAMES THAT BEGIN WITH “UNIVERSITY OF VICTORIA” OR “UVic”**

<table>
<thead>
<tr>
<th>Official Name</th>
<th>Sign</th>
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<tbody>
<tr>
<td>University of Victoria Art Collections</td>
<td>Art Collections</td>
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<tr>
<td>University of Victoria Archives</td>
<td>Archives</td>
</tr>
<tr>
<td>Office of the University Secretary</td>
<td>University Secretary</td>
</tr>
<tr>
<td>University Systems</td>
<td>University Systems</td>
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## NAMING CONVENTIONS, CONT.

### ROOM OCCUPANT NAMES

<table>
<thead>
<tr>
<th>Name</th>
<th>Sign</th>
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<tbody>
<tr>
<td>Kerry Smythe</td>
<td>K. Smythe</td>
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### ROOM OCCUPANT TITLES

<table>
<thead>
<tr>
<th>Title</th>
<th>Sign</th>
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<tbody>
<tr>
<td>Coordinator, Project Planning</td>
<td>Coordinator, Project Planning</td>
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### ROOM NUMBERS

<table>
<thead>
<tr>
<th>Number</th>
<th>Sign</th>
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<td>101a</td>
<td>101a</td>
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The following is an example of improper vs. proper title separation where the title must appear on multiple lines - See example on sign W2.

### Improper Title Separation

Social Sciences Interdisciplinary Studies

### Proper Title Separation

Social Sciences Interdisciplinary Studies
GENERAL INSTALLATION GUIDELINES

Signs on Glazing:

Signs taped onto glazing will always have an identically sized sign mounted on the reverse side of the glass when no additional sign is specified in that location.

Signs shall not be mounted on sidelights measuring less than 305mm [12”]. Signs will be placed beside the sidelights in these instances.

Typical installation beside door - Note that signs must be a minimum of 51mm apart and 51mm from the door frame.

An installation beside sidelight measuring less than 305mm wide

Installation on sidelight measuring greater than 305mm wide. This sign is taped on the glass. If there is no identical sign on the reverse side of clear glazing, a sign with just the UVic crest will be installed. Confirm installation with UVic in locations where window film is to be used.
Accessible Furniture Tags
[A1, A2]

Intent:
Located on classroom furniture that is reserved for accessible use. A1 Signs are mounted on tables / desks and A2 signs are hung as tags on chairs. A1a signs are typically mounted beneath A1 signs and are designed to be easily replaced when furniture is relocated.

Size:
A1, A2  102mm x 102mm [4” x 4”]
A1a  102mm x 26mm [4” x 1”]

General Sign Construction:
A1 and A1a signs consist of one engraved Lamicoid panel (3) with 30 degree beveled edges, all four sides and corners, adhered to table surface with double sided adhesive (20).
A2 signs consist of two identical engraved lamicoid panels (3) with 30 degree beveled edges, all four sides and corners, adhered together and attached to chairs with chain. Refer to section details, materials list and specifications for complete construction and material information.
Automatic Door Signs [A3]

**Intent:**
Located on doors with automatic controls.

**Size:**
A3: 213mm x 152mm [8 3/8" x 6”]

**General Sign Construction:**
Adhesive vinyl decals applied directly to door surface. Digital files of the logos to be supplied by UVic. Refer to section details, materials list and specifications for complete construction and material information.

**Note:**
Signs on washroom doors are located in order to accommodate WID signs above. Most new automatic doors are supplied with Automatic Door Signs installed by manufacturer. In these cases, it is acceptable to use the supplied decal as long as the decal is mounted at the height specified by UVic.

When mounting signs on glass doors, mount two signs back-to-back on the inside face of the door with the sign facing exterior to be reverse printed on adhesive vinyl.
Building Directory [D1]

Intent:
Building Directories are to be installed in strategic locations within building lobbies and/or at all major entrances. The intent is to capture the attention of building users upon entry and help direct them to their intended destination.

Size:
1118mm x Varies [44” x Varies]

General Sign Construction:
Constructed of G1S plywood backer with a layer of Lamicoid adhered to the surface. Two layers of laminate are applied on top of this at the header, with vinyl logos and letters as shown. On the body of the sign add Lamicoid strips complete with reveals and engraved text and arrows. Behind map insert, substitute white styrene (refer to details) for Lamicoid. Printed plans are to be supplied by UVic and will be displayed behind a matte acrylic cover with a white vinyl border applied to the back. Insert plan by temporarily removing angle and Lamicoid panel on one side of sign. Adhere acrylic cover to styrene with double sided tape on three sides, with the fourth side left open for map insertion. Apply aluminum angles to the sides of the sign. Refer to section details, materials list and specifications for complete construction and material information.
Building Directory [D1], continued

Typical Installation of Building Directory [D1] measuring less than 1219mm [4']

Installation of Building Directory [D1] measuring more than 1219mm [4']. Height to be increased in 152mm [6’] increments to ensure that bottom of sign is not less than 559mm [24’"] above the floor. Height to be confirmed by Uvic.
Mini Building Directory [D2]

**Intent:**
Building Directories are to be installed in strategic locations within building lobbies and/or at all major entrances. The intent is to capture the attention of building users upon entry and help direct them to their intended destination.

Mini Directories are used in smaller buildings or in locations with limited width.

**Size:**
572mm x Varies [22 1/2” x Varies]

**General Sign Construction:**
Constructed of G1S plywood backer with a layer of Lamicoid adhered to the surface. Two layers of laminate are applied on top of this at the header, with vinyl logos and letters as shown. On the body of the sign add Lamicoid strips complete with reveals and engraved text and arrows. Behind map insert, substitute white styrene (refer to details) for Lamicoid. Printed plans are to be supplied by UVic and will be displayed behind a matte acrylic cover with a white vinyl border applied to the back. Insert plan by temporarily removing angle and Lamicoid panel on one side of sign. Adhere acrylic cover to styrene with double sided tape on three sides, with the fourth side left open for map insertion. Apply aluminum angles to the sides of the sign. Refer to section details, materials list and specifications for complete construction and material information.
Subdirectory [SD1,SD2,SD3]

Intent:
Subdirectories to be installed in strategic locations near stairwells, elevators, and/or secondary entrances. The intent is to direct building occupants to their destination.

Size:
SD1  686mm x 356mm [27” x 14”]
SD2  686mm x 457mm [27” x 18”]
SD3  686mm x 552mm [27” x 21¾”]

General Sign Construction:
Sign constructed of 3/4” plywood backer with one continuous layer of Lamicoid adhered to the surface. On the header of the sign apply two layers of laminate with vinyl logos, vinyl graphics on top of the laminate. Add Lamicoid strips to body of the sign as shown in elevation complete with reveals and engraved text and arrows. Apply aluminum angles to the sides of the sign. Refer to section details, materials list and specifications for complete construction and material information.
Sub-Directory [SD2,SD3], continued

Medium Subdirectory [SD2]

Large Subdirectory [SD3]
Department Identification Signs

[DEP1a, DEP1b, DEP1c, DEP2a, DEP2b, DEP2c]

Intent:
Department Identification Signs to be installed at main entrance to departmental main offices and building facilities. The intent is to provide a formal and consistent appearance to departmental identification.

Size:
DEP1a 406mm x 267mm [16” x 10-1/2”]
DEP1b 406mm x 267mm [16” x 10-1/2”]
DEP1c 406mm x Varies [16” x Varies]
DEP2a 610mm x 356mm [24” x 14”]
DEP2b 610mm x 356mm [24” x 14”]
DEP2c 610mm x Varies [24” x Varies]

Materials:
Sign constructed of a 3/4” G1S plywood backer with one continuous layer of Lamicoid adhered to the surface. On the sign header apply two layers of laminate with vinyl logo and graphics as shown. On the body of the sign is a second layer of Lamicoid with engraved letters and graphics. Apply aluminum angles to the sides of the sign. Refer to section details, materials list and specifications for complete construction and material information.
Department Identification Signs
[DEP1a, DEP1b, DEP1c, DEP2a], continued

Department Identification Sign [DEP1a]

Department Identification Sign [DEP1b]

Department Identification Sign [DEP1c]

Department Identification Sign [DEP2a]
Department Identification Signs
[DEP2b, DEP2c], continued

Department Identification Sign [DEP2b]

Department Identification Sign [DEP2c]
Department Identification Banner [DEP3]

Intent:
Department Identification Banner is to be installed behind reception counters or on bulkheads at reception areas. The intent is to provide a formal and consistent appearance to departmental identification.

Size:
DEP3 254mm x Varies [10” x Varies]

Materials:
Sign constructed of a 3/4” G1S plywood backer with one continuous layer of plastic laminate adhered to the surface, top, bottom and sides. Vinyl decals are applied to the laminate. Refer to section details, materials list and specifications for complete construction and material information.

Installation of Department Identification Banner [DEP3]
Hanging Department Identification Banner [DEP3a]

Intent:
Department Identification Banner is to be installed behind reception counters or on bulkheads at reception areas. The intent is to provide a formal and consistent appearance to departmental identification.

Size:
DEP3  254mm x Varies [10” x Varies]

Materials:
Sign constructed of a vinyl logo and graphics on a 3/16” on laminate on an aluminum composite material. Department identification is either on one or both sides as specified. Vinyl decals are applied to the laminate. Refer to section details, materials list and specifications for complete construction and material information.
Hanging Department Service Sign [DEP4]

**Intent:**
Department Identification Banner is to be installed above service counters or on bulkheads at reception areas. The intent is to describe the range of services available at the service counter.

**Size:**
DEP4 610mm x Varies [24” x Varies]

**Materials:**
A plexiglass backer sandwiched between a continuous layer of Lamicoid, both sides, with engraved Lamicoid panels on top. One continuous layer of plastic laminate adhered to the surface. Vinyl decals are applied to the laminate. Suspended from ceiling with hanging hardware. Refer to section details, materials list and specifications for complete construction and material information.
Department Identification Sign with Edge Graphic [DEP5]

**Intent:**
Department Identification Banner with Edge Graphic is to be installed behind reception counters or on bulkheads at reception areas or on corridor walls outside reception areas. The intent is to provide a formal and consistent appearance to departmental identification.

**Example of Department Identification Banner with Edge Graphic [DEP5]**

**Size:**
Varies

**Installation:**
As directed by UVic.

**General Sign Construction:**
Consists of a sheet of non-glare acrylic/plexi with a vinyl decal reverse printed, and applied to the back of the plexi. A second layer of white vinyl is applied after the graphic, so the sign is opaque. Mount with Mustang Standoffs. Number of standoffs and placement to be supplied by UVic. Refer to section details, materials list and specifications for complete construction and material information.
Evacuation Plan Sign [E1, E2]

Intent:
Located at key areas to outline emergency procedures in the event of an evacuation, as well as locating pull stations, fire extinguishers, areas of refuge, exit stairs and standpipes.

Size:
457mm x 457mm [18” x 18”]

General Sign Construction:
E1 Consists of a sheet of non-glare acrylic/plexi with a 16mm red vinyl strip applied to the back. The plexi frame is taped on three sides to a foam board backer. A paper plan will be supplied by UVic, and is typically (depending on clearance) to be inserted at the left or right side edge of the sign where the tape is absent. E2 Consists of a 2mm sheet of non-glare acrylic/plexi with a vinyl decal reverse printed, and applied to the back of the plexi. A second layer of white vinyl is applied after the graphic, so the sign is opaque. Refer to details, materials list and specifications for complete construction and material information.
Residence Room Evacuation Plan Sign [E3]

**Intent:**
Located inside residence rooms to outline emergency procedures in the event of an evacuation, as well as locating pull stations, fire extinguishers, areas of refuge, exit stairs and standpipes. Note that E3 signs are located in rooms only and E2 Evacuation Plan Signs are also placed in residence common areas.

**Size:**
As directed by UVic.

**General Sign Construction:**
E3 Consists of a 2mm sheet of non-glare acrylic/plexi with a vinyl decal reverse printed, and applied to the back of the plexi. A second layer of white vinyl is applied after the graphic, so the sign is opaque. Refer to details, materials list and specifications for complete construction and material information.
Residence Room Evacuation Plan Sign [E3], Cont.

Typical Installation of Residence Room Evacuation Plan [E3] on a Door where Hardware Affects Installation Position

Typical Installation of Residence Room Evacuation Plan [E3] on Door with Mirror
Residence Room Evacuation Plan Sign [E3], Cont.

Typical Installation of Residence Room Evacuation Plan [E3] on Door with Mirror where Hardware Affects Installation Position
Building Number Signs [F1]

Intent:
This wall mounted sign identifies buildings by number. Normally to be located beside annunciators, on the side closest to street.

Size:
F1  152mm x 152mm [6” x 6”]

General Sign Construction:
One engraved Lamicoid panel (3b) with 30 degree beveled edges, all four sides and corners, adhered to wall surface with double sided adhesive (20). Refer to section details, materials list and specifications for complete construction and material information.

Installation of Building Number Sign [F1]
Fire Alarm / Fire Door Signs [F2]

Intent:
These door mounted sign identify rooms containing fire alarm controls or fire doors. F2a signs to be installed on rooms containing Fire Alarm Control Panels. F2b signs to be installed at discretion of Fire Department.

Size:
F2a 152mm x 152mm [6” x 6”]
F2b 152mm x 178mm [6” x 7”]

General Sign Construction:
One engraved Lamicoid panel (3b) with 30 degree beveled edges, all four sides and corners, adhered to wall surface with double sided adhesive (20). Refer to section details, materials list and specifications for complete construction and material information.

Installation of Fire Alarm Sign [F2a] shown with Fire Door Sign [F2b]
Fire Department Connection Signs [F3, F3a]

Intent:
This wall mounted sign identifies Fire Department Connections. Normally to be located above building connection, below free-standing connection. F3a to be used on free-standing connections where a sign below the connection would not be adequately visible.

Size:
F3, F3a 305mm x 152mm [12” x 6”]

General Sign Construction:
One engraved Lamicoid panel (3b) with 30 degree beveled edges, all four sides and corners, adhered to wall surface with double sided adhesive (20). F3a to be mounted on bent steel plate. Refer to section details, materials list and specifications for complete construction and material information.
Fire Department Connection Signs, continued

Installation of Fire Department Connection Sign [F3] on building

Installation of Fire Department Connection Sign [F3] on face of free-standing connection
Fire Department Connection Signs, continued

Installation of Fire Department Connection Sign [F3a] on top of free-standing connection
Emergency Gas Shut-Off Signs [F4]

Intent:
This wall mounted sign identifies rooms containing fire alarm controls.

Size:
F4 152mm x 152mm [6” x 6”]

General Sign Construction:
One engraved Lamicoid panel (3b) with 30 degree beveled edges, all four sides and corners, adhered to wall surface with double sided adhesive (20). Refer to section details, materials list and specifications for complete construction and material information.
Room Number Door Plates [ID1a, ID1b]

**Intent:**
This wall mounted sign identifies rooms and department offices.

**Size:**
ID1a 152mm x 152mm [6” x 6”]
ID1b 152mm x 203mm [6” x 8”]

Note: ID1b can be lengthened as needed in 51mm increments.

**General Sign Construction:**
Consists of one layer of Lamicoid adhered to wall with double sided tape, topped with ID5 Lamicoid panels with engraved text and one or more ID6 Lamicoid panels as needed. Embossed Lamicoid room number is to be ADA compliant, true and tactile. ID5 Lamicoid panels for washrooms to be ADA compliant, true and tactile. The braille raster balls shall show the room number, shall be grade two braille, lower case only and numerals shall always have the Braille ‘number follows’ character before them. Refer to section details, materials list and specifications for complete construction and material information.
Room Number Back Plates [ID1r, ID1s]

Intent:
This glass mounted sign is placed directly behind identically-dimensioned signs that are taped to the opposite side of the glass surface to conceal any visible tape.

Size:
ID1r 152mm x 152mm [6” x 6”]
ID1s 152mm x 203mm [6” x 8”] or to match size of holder applied to glass (any ID Series) Crest to be centered and proportioned to size.

Note: ID1s can be lengthened as needed in 51mm increments.

General Sign Construction:
Consists of one layer of Lamicoid with engraved logo adhered to glass with double sided tape. Refer to section details, materials list and specifications for complete construction and material information.

Installation of Room Number Back Plate [ID1r]
Note: Identically sized plate on reverse side of glass.
Office Information Signs [ID2, ID3, ID4]

Intent:
These wall mounted signs establish information about the operating hours and open status of Departments / Offices.

Size:
ID2  254mm x 75mm [10” x 3”]
ID3  254mm x 64mm [10” x 2-1/2”]
ID4  254mm x 51mm [10” x 2”]

General Sign Construction:
One or two layer(s) of Lamicoid with engraved text. Where ID2 or ID4 is used in combination with ID3, two layers of Lamicoid are required to match the thickness of ID3, which is always constructed of two layers of Lamicoid because of the sliding panel (see details). If ID2 or ID4 are used on their own then only one layer of engraved Lamicoid is required. Refer to section details, materials list and specifications for complete construction and material information.

Hours of Operation
8:30 a.m. - 4 p.m.

Office Hours Sign [ID2]

Sliding Sign [ID3]

Drop Box / Mail Slot Sign [ID4]

Installation of Office Information Signs [ID2 combined with ID3] shown above ID1a Sign
Room Occupant Badges and Nameplates [ID5a-d, ID6]

Intent:
These Badges and nameplates establish information about the function and occupants of rooms. To be mounted on ID1 signs.

Size:
ID5a  152mm x 32mm  [6” x 1-1/4”]
ID5b  152mm x 38mm  [6” x 1-1/2”]
ID5c  152mm x 44mm  [6” x 1-3/4”]
ID5d  152mm x 57mm  [6” x 2-1/4”]*
ID6  152mm x 20mm  [6” x 0.8”]

*Minimum Height - ID5d signs may contain between 4 and 8 lines and increase by 1/2” in height for each additional line of text.

General Sign Construction:
ID5 & ID6 signs consist of one layer of Lamicoid with engraved text adhered to ID1 or ID9 with double sided tape.

Refer to section details, materials list and specifications for complete construction and material information.

Office and Occupant Titles:
Refer to section on Naming Conventions.
Washroom Badges [IDW1-IDW7]

**Intent:**
These Badges establish information about the function and occupants of washrooms and showers. To be mounted on ID1.

**Size:**
- IDW1a,b,c,d 152mm x 57mm  [6" x 2-1/4"]
- IDW3a-g 152mm x 76mm  [6 x 3”]
- IDW4a-e 152mm x 89mm  [6” x 3-1/2”]
- IDW5a,b,c,d 152mm x 95mm  [6” x 3-3/4”]
- IDW6a,b 152mm x 108mm  [6” x 4-1/4”]
- IDW7a 152mm x 145mm  [6” x 4-7/8”]

**General Sign Construction:**
IDW signs consist of one layer of Lamicoid with engraved text adhered to ID1 with double sided tape.

IDW consist of one layer of Lamicoid with adhered to ID1 with double sided tape. Embossed Lamicoid room number is to be ADA compliant, true and tactile. The braille raster balls shall show the room function, shall be grade two braille, lower case only and shall state if a washroom is accessible. Refer to following page for braille translations.

Refer to section details, materials list and specifications for complete construction and material information.
### Washroom Badges [IDW1-IDW7, cont.]

<table>
<thead>
<tr>
<th>Sign</th>
<th>Used With</th>
<th>Braille Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDW1a</td>
<td>WID1</td>
<td>access women washroom</td>
</tr>
<tr>
<td>IDW1b</td>
<td>WID4</td>
<td>women washroom</td>
</tr>
<tr>
<td>IDW1c</td>
<td>WID2</td>
<td>access men washroom</td>
</tr>
<tr>
<td>IDW1d</td>
<td>WID5</td>
<td>men washroom</td>
</tr>
<tr>
<td>IDW3a</td>
<td>WID7</td>
<td>access women shower</td>
</tr>
<tr>
<td>IDW3b</td>
<td>WID10</td>
<td>women shower</td>
</tr>
<tr>
<td>IDW3c</td>
<td>WID8</td>
<td>access men shower</td>
</tr>
<tr>
<td>IDW3d</td>
<td>WID11</td>
<td>men shower</td>
</tr>
<tr>
<td>IDW3e</td>
<td>WID23</td>
<td>universal washroom</td>
</tr>
<tr>
<td>IDW3f</td>
<td>WID29</td>
<td>access universal shower</td>
</tr>
<tr>
<td>IDW3g</td>
<td>WID30</td>
<td>universal shower</td>
</tr>
<tr>
<td>IDW4a</td>
<td>WID24</td>
<td>access universal washroom</td>
</tr>
<tr>
<td>IDW4b</td>
<td>WID26</td>
<td>access universal washroom w urinal</td>
</tr>
<tr>
<td>IDW4c</td>
<td>WID25</td>
<td>universal washroom w urinal</td>
</tr>
<tr>
<td>IDW4d</td>
<td>WID31</td>
<td>universal washroom w change table</td>
</tr>
<tr>
<td>IDW4e</td>
<td>WID33</td>
<td>access universal washroom change place</td>
</tr>
<tr>
<td>IDW5a</td>
<td>WID13</td>
<td>women washroom shower</td>
</tr>
<tr>
<td>IDW5b</td>
<td>WID16</td>
<td>access men washroom shower</td>
</tr>
<tr>
<td>IDW5c</td>
<td>WID14</td>
<td>men washroom shower</td>
</tr>
<tr>
<td>IDW5d</td>
<td>WID27</td>
<td>universal washroom shower</td>
</tr>
<tr>
<td>IDW6a</td>
<td>WID15</td>
<td>access women washroom shower</td>
</tr>
<tr>
<td>IDW6b</td>
<td>WID28</td>
<td>access universal washroom shower</td>
</tr>
<tr>
<td>IDW7a</td>
<td>WID34</td>
<td>access universal washroom change place w shower</td>
</tr>
</tbody>
</table>
Washroom Badges [IDW1-IDW7, cont.]

Washroom Badge [IDW3e]

Washroom Badge [IDW4b]

Shower Badge [IDW3f]

Washroom Badge [IDW4c]

Shower Badge [IDW3g]

Washroom Badge [IDW4d]

Washroom Badge [IDW4a]

Washroom Badge [IDW4e]
Washroom Badges [IDW1-IDW7, cont.]

**WOMEN'S WASHROOM SHOWER**

Washroom Shower Badge [IDW5a]

**MEN'S WASHROOM SHOWER**

Washroom Shower Badge [IDW5c]

**MEN'S WASHROOM SHOWER**

Washroom Shower Badge [IDW5b]

**UNIVERSAL WASHROOM SHOWER**

Washroom Shower Badge [IDW5d]

**WOMEN'S WASHROOM SHOWER**

Washroom Shower Badge [IDW6a]

**UNIVERSAL WASHROOM SHOWER**

Washroom Shower Badge [IDW6b]
Washroom Badges [IDW1-IDW7, cont.]

Washroom / Shower Badge [IDW7a]
Occupant Load Wall Plates [ID7, ID7a, ID7b]

**Intent:**
This wall mounted sign identifies Maximum Occupant Load in a room as specified. Use ID7 in rooms that are enclosed by walls and ID7a in rooms that are less well-delinated or open onto adjacent spaces.

**Size:**
ID7, ID7a 152mm x 152mm [6” x 6”]

ID7b can be ordered to accommodate the following paper sizes in both portrait and landscape format.

- Letter [8.5” x 11”]
- Legal [8.5” x 14”]
- Tabloid [11” x 17”]

**General Sign Construction:**
ID7 & ID7a Consists of one layer of Lamicoid with engraved text adhered to wall with double sided tape.

ID7b Consists of one layer of Sintra board topped with plastic laminate, Lamicoid with engraved text, plexiglass and Braille Core, adhered to wall with double-sided tape. Refer to section details, materials list and specifications for complete construction and material information.

Refer to section details, materials list and specifications for complete construction and material information.

**Installation:**
To be mounted inside rooms in conspicuous locations as directed by University of Victoria.
Occupant Load Wall Plates [ID7, ID7a, ID7b cont.]
Meeting Room Sleeves [ID8a, ID8c]

**Intent:**
This sign identifies rooms and department offices and convey occupied or vacant status of Meeting and Conference Rooms. They also contain a plexiglass sleeve for an 8-1/2 x 11” sheet of paper for daily schedules or additional room information. ID8a sleeves are typically used outside meeting rooms and ID8c sleeves are typically used in locations where it is important to convey a message to passersby when the room is in use. Both signs may contain custom text under the slider.

**Size:**
- ID8a: 216mm x 410mm [8-1/2” x 16-1/8”]
- ID8b, ID8c: 216mm x 410mm [8-1/2” x 17-1/8”]

**General Sign Construction:**
Consist of one layer of Sintra board topped with two layers of Lamicoid with engraved text, plexiglass and Braille Core. Embossed Lamicoid occupancy number is to be ADA compliant, true and tactile. The braille raster balls shall show the room number, shall be grade two braille, lower case only and numerals shall always have the Braille ‘number follows’ character before them. To be mounted to wall with double-sided tape. Refer to section details, materials list and specifications for complete construction and material information.
Wall-Mounted Meeting Room Sleeve with Red Warning Plate [ID8c]
Room Number Sleeves [ID9a]

Intent:
This sign identifies rooms and department offices. They also contain a Pleixglass sleeve for an 8-1/2 x 11” sheet of paper for additional room information.

Size:
216mm x 410mm [8-1/2” x 16-1/8”]

General Sign Construction:
Consists of one layer of Sintra board topped with plastic laminate, Lamicoid with Engraved Text, plexiglass and Braille Core. Embossed Lamicoid occupancy number is to be ADA compliant, true and tactile. The braille raster balls shall show the room number, shall be grade two braille, lower case only and numerals shall always have the Braille ‘number follows’ character before them. To be mounted to wall with double-sided tape. Refer to section details, materials list and specifications for complete construction and material information.
Room Number Reverse Plates [ID8r, ID9r]

Intent:
Located on clear glazing on the reverse side from ID8 or ID9 plates.

Size:
ID8r and ID9r signs are to match the size of notice signs on reverse.

General Sign Construction:
Consists of one engraved Lamicoid panel adhered to glazing with double sided tape.
Refer to section details, materials list and specifications for complete construction and material information.
First Aid Door Signs [ID10, ID10a]

Intent:
This door mounted sign identifies First Aid Facilities.

Size:
ID10, ID10a 178mm x 254mm [7” x 10”]
ID10c 178mm x 178mm [7” x 7”]

General Sign Construction:
ID10 and ID10a consist of one engraved Lamicoid panel (3b) with 30 degree beveled edges, all four sides, adhered to door surface with double sided adhesive (20). Digital files of the logos to be supplied by UVic. Refer to section details, materials list and specifications for complete construction and material information.
First Aid Cabinet Stickers [ID10c]

**Intent:**
This vinyl sticker identifies first aid equipment in cabinets.

**Size:**
ID10c 178mm x 178mm [7” x 7”]

**General Sign Construction:**
ID10c consists of an image printed on adhesive vinyl. Digital files of the logos to be supplied by UVic. Refer to section details, materials list and specifications for complete construction and material information.
Projecting First Aid Signs [PID10, PID10-45]

**Intent:**
Projecting First Aid Signs are to be installed above or near first aid rooms and cabinets.

**Size:**
- PID10  178mm x 178mm [7” x 7”]
- PID10-45 254mm x 178mm [10” x 7”]

**General Sign Construction:**
Mustang Aluminum Shelf Standoffs with Aluminum Composite Panel with engraved Lamicoid panels on either side where mounted perpendicular to wall. Aluminum mounting bracket with engraved Lamicoid panels on either side where mounted at angle. Where the sign is mounted on a corner or in a special situation, the bracket is constructed to conform to the walls. Digital files of the logos to be supplied by UVic. Refer to section details, materials list and specifications for complete construction and material information.

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To be mounted 51mm [2”] above the centre of the door frame / opening or at 2134 [7’] FFF

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Installation of 45° angle Projecting First Aid Sign [PID10-45] on a corner. Note that 178mm wide signs are extended to 254mm on corners to make them more visible.
Building Number Signs [ID11]

Deleted. See F1
Door Information Plates [ID12]

Intent:
This wall mounted sign conveys information regarding doors or rooms.

Size:
ID12 152mm x 152mm [6” x 6”]

General Sign Construction:
One engraved Lamicoid panel (3) with 30 degree beveled edges, all four sides and corners, adhered to wall surface with double sided adhesive (20). Refer to section details, materials list and specifications for complete construction and material information.

Installation of Door Information Plate [ID12]
Fire Alarm Signs [ID13]

Deleted. See Sign F2
Desktop / Workstation Divider Nameplates [ID14a, ID14b]

**Intent:**
These Signs, mounted on desks, workstation dividers or walls identify occupants.

**Size:**
- Holder: 203mm x 58mm x 25mm [8” x 2.25” x 1”]
- Insert: 203mm x 51mm [8” x 2”]

**General Sign Construction:**
Trotec 2x8” Desktop Nameplate holder with layer of Lamicoid with engraved text. 14a or 14b to be used depending on amount of text in title. Refer to section details, materials list and specifications for complete construction and material information.
Freestanding Partition Nameplates [ID15a, ID15b]

**Intent:**
These nameplates are to be mounted in cubicles where door signs are not appropriate.

**Size:**
Holder: 203mm x 54mm x 5mm [8” x 2 1/8” x 3/16”]
Insert: 203mm x 51mm [8” x 2”]

**General Sign Construction:**
Trotec 2x8” Flat Plate holder with layer of Lamicoid with engraved text. 15a or 15b to be used depending on amount of text in title. Refer to section details, materials list and specifications for complete construction and material information.
Out of Office Signs [ID16]

Intent:
These nameplates are to be mounted in cubicles where door signs are not appropriate.

Size:
ID16: 254mm x 127mm
[10” x 5”]

General Sign Construction:
Consists of two layers of Lamicoid with engraved text, Lamicoid clock hands and a screw complete with washers & bolt. Refer to section details, materials list and specifications for complete construction and material information.

Installation:
Out of Office Signs may be inserted into Mustang Side Grip Standoffs on walls or using alternative methods depending on available space and/or user requirements.

Example of installation of Out of Office Sign [ID16]
Residence Door Signs [ID17]

**Intent:**
These door signs are placed to identify residence room numbers and allow residents to share information on magnetic tackboards, paper inserts and bulletin boards incorporated into the signs.

**Size:**
228mm x 457mm
[9” x 18”]

**General Sign Construction:**
Sign consists of one layer of Sintra Board with an additional layer of Sintra and a bulletin board placed on top. On these layers, a laminate door plate, marker board and a name plate are placed on top. The sign is enclosed by an aluminum U-Channel and capped with Braille Core and secured to walls with screws. Refer to section details, materials list and specifications for complete construction and material information.
Projecting Office Information Signs [PID1a, PID1b, PID2a, PID2b]

Intent:
These two sided projecting signs direct you to various Departments / Offices / Help Desks.

Size:
- PID1a 457mm x 89mm [18” x 3.5”]
- PID1b 457mm x 89mm [18” x 3.5”]
- PID2a 457mm x 89mm [18” x 3.5”]
- PID2b 457mm x 89mm [18” x 3.5”]

General Sign Construction:
Mustang Aluminum Shelf Standoffs with Plexiglass with engraved Lamicoid panels on either side. Refer to details, materials list and specifications for complete construction and material information.

Installation of Projecting Office Information Signs
Projecting Graphic Room Signs [PID3a, PID3a-45]

Intent:
These two sided projecting signs are located near rooms such as lounges where a graphic image is the ideal way of communicating room function.

Size:
- PID3a: 178mm x 178mm [7” x 7”]
- PID3a-45: 254mm x 178mm [10” x 7”]

General Sign Construction:
Mustang Aluminum Shelf Standoffs with Aluminum Composite Panel with engraved Lamicoid panels on either side where mounted perpendicular to wall. Aluminum mounting bracket with engraved Lamicoid panels on either side where mounted at angle. Where the sign is mounted on a corner or in a special situation, the bracket is constructed to conform to the walls. Digital files of the logos to be supplied by UVic. Refer to section details, materials list and specifications for complete construction and material information.
Projecting Graphic Room Signs [PID3a, PID3a-45], cont.

To be mounted 51mm [2”] (min 2100mm from floor) above the centre of the door frame / opening

Installation of Projecting Graphic Room Signs

Installation of 45-Degree Projecting Graphic Room Signs
Digital Signage [M1]

**Intent:**
Located at key areas within lobbies and public areas, Digital Signage show University and Department specific content. Displays must be requested through the Digital Signage Coordinator, and locations approved by Facilities Management. Once approved, standard displays and hardware will be ordered through the Technology Solutions Centre.

**Size:**
Varies

**General Sign Construction:**
Digital Signage should be wall mounted where an appropriate mounting surface is available. If a wall mounting solution does not work in a specific location, a suspended ceiling mount may be considered.

**Installation:**
All heights and locations to be approved by UVic Interior Modification Services.

![Installation of Digital Signage (M1)](image)
Safety Signs [N1]

**Intent:**
Located at key areas to provide information about hazards, safety and prohibitions. Where appropriate, logos shall be consistent with CAN/CSA-Z321-96 Signs and Symbols for the Workplace.

**Size:**
216mm x 279mm [8.5” x 11”]

**General Sign Construction:**
Consists of a sheet of non-glare acrylic/plexi with a vinyl decal reverse printed, and applied to the back of the plexi. A second layer of white vinyl is applied after the graphic, so the sign is opaque. Mount on layer of plywood where the sign is to be mounted on rough surfaces.

**Colors:**
- Pantone 425C
- Pantone 185C
- Pantone 109C
- Pantone 341C
- Process Black

For a map showing the designated smoking areas on campus go to: www.uvic.ca/smoking

**Warning**
- Caution
- Slippery when wet

**Danger**
- Danger
- Flammable materials

**Safety**
- Mandatory
- Eye protection must be worn

**Prohibition**
- Mandatory
- No smoking
- Smoke free area

**Mandatory**
- First aid station
- Safety

**Prohibition**
- Mandatory
- No smoking
- Smoke free area

**Mandatory**
- Mandatory
- No smoking
- Smoke free area
Notices [N2]

Intent:
Located at key areas to provide information. Where appropriate, logos shall be consistent with CAN/CSA-Z321-96 Signs and Symbols for the Workplace.

Size:
Sign N2 can be ordered in the following sizes as well as custom sizes in both portrait and landscape format.

- Letter: 216mm x 279mm [8.5” x 11”]
- Legal: 216mm x 356mm [8.5” x 14”]
- Tabloid: 279mm x 432mm [11” x 17”]
- S8R: 203mm x 305mm [8”x12”]

General Sign Construction:
Consists of a sheet of non-glare acrylic/plexi with a vinyl decal reverse printed, and applied to the back of the plexi. A second layer of white vinyl is applied after the graphic, so the sign is opaque. Mount on layer of plywood where the sign is to be mounted on rough surfaces.

Colors:
Pantone 425C       Pantone 185C

Letter-Size Notice Example [N2]

Road Closure Notice
University Drive Exit
Will Be Closed For Re-paving
July 18 to July 22
7 a.m. to 6 p.m.

Dogs Must Be On Leash
Classroom Instructions

- Technology tutorials are available from University Systems; call 250-721-8292 to book a tutorial.
- Please report Technology issues immediately to University Systems at 250-721-8292.
- Please use dry erase markers on the writable surfaces.
- Report Furniture or janitorial issues to 250-721-7591.
- Remember to lock the Audio Visual Cabinet as you leave.
- Do not remove technology or furniture from this room.
- Be power smart and turn off the lights.
- For bookings or casual bookings of this room please contact roombooking@uvic.ca 250-721-8111.

Thank you for your cooperation.
University Systems / Facilities Management

Quiet Study Area

Letter-Size Notice Example [N2]

14"x18" Poster Size Notice Example [N2]

Entry Requirements

Safety Glasses
Lab Coat
Closed Toe Shoes
No Food or Drink

Letter-Size Notice Example [N2]
Notice Stickers [N2a]

**Intent:**
Located at key areas to provide information. Notice stickers are often placed on doors to convey information about the space.

**Size:**
Sign N2a can be ordered in the following sizes as well as custom sizes in both portrait and landscape format.

- **Letter** 216mm x 279mm [8.5” x 11”]
- **Legal** 216mm x 356mm [8.5” x 14”]
- **Tabloid** 279mm x 432mm [11” x 17”]

**General Sign Construction:**
Consists of a vinyl decal, when necessary, a second layer of white vinyl is applied after the graphic when necessary, so the sign is opaque. A reverse sticker is to be provided when mounted on transparent glass. Graphics, details and installation instructions to be supplied by UVic.

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**152mm x 76mm [6” x 3”] Notice Sticker Example [N2a]**
Wall Mounted Notice Holders [N3a]

**Intent:**
Located at key areas in meetings rooms, and outside main offices. Notice holders are intended to accommodate standard paper signs that can supplied and installed by the client.

**Size:**
N3a Signs can be ordered to accommodate the following paper sizes in both portrait and landscape format.

- Letter  [8.5” x 11”]
- Legal  [8.5” x 14”]
- Tabloid [11” x 17”]

**General Sign Construction:**
Consists of one layer of Sintra board topped with plastic laminate, Lamicoid with engraved Logo, plexiglass and Braille Core. To be mounted to wall with double-sided tape. Refer to section details, materials list and specifications for complete construction and material information.
Wall Mounted Sign Holders [N3c]

Intent:
Located at key areas in meetings rooms, and outside main offices. The sign holders are intended to accommodate standard paper signs that can supplied and installed by the client. N3c is to be used where the UVic Logo is placed on the paper insert.

Size:
Sign N3c can be ordered to accommodate the following paper sizes in both portrait and landscape format.

<table>
<thead>
<tr>
<th>Size</th>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter</td>
<td>216mm x 279mm [8.5” x 11”]</td>
</tr>
<tr>
<td>Legal</td>
<td>216mm x 356mm [8.5” x 14”]</td>
</tr>
<tr>
<td>Tabloid</td>
<td>279mm x 432mm [11” x 17”]</td>
</tr>
</tbody>
</table>

General Sign Construction:
Consists of one layer of Sintra board topped with plastic laminate, plexiglass and Braille Core. N3c to be mounted to wall or door with double-sided tape. Refer to section details, materials list and specifications for complete construction and material information.

Wall Mounted Sign Holder [N3c] with Letter Size opening
Wall Mounted Sign Holders [N3d]

**Intent:**
Located at key areas in meetings rooms, and outside main offices. The sign holders are intended to accommodate standard paper signs that can supplied and installed by the client. N3d lacks the access cutouts of the N3c and is to be used in situations where the paper inserts rarely need to be changed.

**Size:**
Sign N3d can be ordered to accommodate the following paper sizes in both portrait and landscape format.

- Letter [8.5” x 11”]
- Legal [8.5” x 14”]
- Tabloid [11” x 17”]

**General Sign Construction:**
Consists of one layer of Sintra board topped with plastic laminate, plexiglass and Braille Core. N3d to be mounted to wall or door with double-sided tape. Refer to section details, materials list and specifications for complete construction and material information.
Wall Mounted Sign Holders with Grey Header [N3f]

Intent:
Located at key areas in classrooms. The sign holders are intended to accommodate standard paper signs that can supplied and installed by the client. N3f lacks access cutouts and is to be used in situations where the paper inserts rarely need to be changed.

Size:
Sign N3f can be ordered to accommodate the following paper sizes in both portrait and landscape format.

Letter  [8.5” x 11”]
Legal   [8.5” x 14”]
Tabloid [11” x 17”]

General Sign Construction:
Consists of one layer of Sintra board topped with plastic laminate, Lamicoid with engraved Logo, plexiglass and Braille Core. N3f to be mounted to wall with double-sided tape. Refer to section details, materials list and specifications for complete construction and material information.
Suspended Sign Holders [N3h]

Intent:
Located at key areas near building entrances. The sign holders are intended to accommodate standard paper signs that can supplied and installed by the client. N3h is double-sided and accommodates two sheets of paper or one double-sided sheet.

Size:
Sign N3h can be ordered to accommodate the following paper sizes in both portrait and landscape format.

- Letter [8.5” x 11”]
- Legal [8.5” x 14”]
- Tabloid [11” x 17”]

General Sign Construction:
Consists of two layers of non-glare plexiglass, held together with Double-Sided Tape with strips of Braille Core on the sides and bottom. N3h is to be suspended from Mustang Floor to Ceiling Fixing Kits or Mustang Wall Mounted Swivel Kits. Refer to section details, materials list and specifications for complete construction and material information.
Suspended Sign Holders [N3h], Continued

Installation of Suspended Sign Holder [N3h] with Wall Mounted Swivel Kit
Notice Reverse Plates [N3r]

**Intent:**
Located on clear glazing on the reverse side from notices.

**Size:**
N3r and N4r signs are to match the size of notice signs on reverse.

**General Sign Construction:**
Consists of one engraved Lamicoid panel adhered to glazing with double sided tape. Refer to section details, materials list and specifications for complete construction and material information.
Lab Information Sign Holder [N4a, N4b, N4r]

Intent:
Located at entry points to laboratory and other rooms containing hazardous materials or equipment. The sign holders are intended to accommodate standard paper signs that can be revised. The N4b is a secondary information holder which accommodate safety related signage as required. N4r is only used in locations where N4a is mounted on clear glazing.

Size:
Signs N4a and N4b accommodate Tabloid [11” x 17”] paper in landscape format.

General Sign Construction:
N4a and N4b consist of one layer of Sintra board topped with plastic foam tape, plexiglass and Braille Core, adhered to door with double-sided tape. N4a includes Lamicoid with engraved text over Plastic Laminate. N4r consists of an engraved Lamicoid panel. Paper signs are to be supplied and installed with consultation by UVic Occupational Heath, Safety and Environment. Refer to details, materials list and specifications for complete construction and material information.

Installation Notes:
In situations where doors may be propped open, install duplicate signs on interior faces of doors in order for signs to be visible whether doors open or closed.

Confirm placement with UVic in all situations where glazing on doors affects sign locations.
Lab Information Sign Holder [N4], continued

Typical Installation of Lab Information Sign Holder [N4]

Typical Installation of Lab Information Sign Holder [N4] on door with safety glass. Confirm placement with UVic in all situations where glazing on doors affects sign locations.
Lab Information Sign Holder [N4], continued

Typical Installation of Lab Information Sign Holder [N4] on door with square glazing. Confirm placement with UVic in all situations where glazing on doors affects sign locations.

Typical Installation of Lab Information Sign Holder [N4] on door with rectangular glazing. Confirm placement with UVic in all situations where glazing on doors affects sign locations.
Joint Local Safety Committee Sign [N5]

Intent:
The Joint Local Safety Committee Signs are intended to accommodate posting of meeting minutes and other safety related information. To be located with input from Local Safety Committee.

Size:
445mm x 838mm
[17 1/2 “x 33”]

General Sign Construction:
Sign constructed of a 1/2” G1S plywood backer with one continuous layer of plastic laminate adhered to the surface, top, bottom and sides. Vinyl decals and an acrylic magazine holders are applied on top of the plastic laminate. Refer to section details, materials list and specifications for complete construction and material information.
Emergency Procedures Signs [N5c]

Intent:
The Emergency Procedures Signs are intended to accommodate posting of Campus Evacuation Maps and Emergency Procedure Information. N5c signs are designed with two letter-sized and two legal sized holders. One sign is typically located on each floor, close to major entry points.

Size:
457mm x 813mm  [18”x 32”]

General Sign Construction:
Sign constructed of a Silver Plastic Laminate mounted on Aluminum Composite. Vinyl decals and N5c holders are applied on top of the sign. Consultant shall allow provision for Major Earthquake, Campus Evacuation Map and Emergency Procedures posters via holders, sleeves, etc. UVic Emergency Planning shall insert Major Earthquake, Campus Evacuation Map and Emergency Procedures posters. Refer to section details, materials list and specifications for complete construction and material information.
Restricted Access Notices [N6a - N6p]

Intent:
Located at key areas to provide access, alarm and video surveillance information and door information. Where appropriate, logos shall be consistent with CAN/CSA-Z321-96 Signs and Symbols for the Workplace.

Size:
- N6a, N6d, N6e, N6f, N6g, N6k, N6l, N6m, N6n  457mm x 203mm [18” x 8”]
- N6b, N6h, N6p      457mm x 254mm [18” x 10”]
- N6c       457mm x 229mm [18” x 9”]

General Sign Construction:
Consists of a sheet of non-glare acrylic/plexi with a vinyl decal reverse printed, and applied to the back of the plexi. A second layer of white vinyl is applied after the graphic, so the sign is opaque. Mount on layer of plywood where the sign is to be mounted on rough surfaces.

Installation:
On doors as directed by UVic.

- **Alarm will Sound Under Video Surveillance**
  - Emergency Exit Only

- **Authorized Personnel Only**

- **Keep Door Locked**

- **Authorized Personnel Beyond This Point**
  - Alarm Will Sound

- **Clean Room Enter from other door**

- **Use Other Door**

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- **Keep Door Closed Notice [N6m]**
- **Authorized Personnel Only Beyond This Point Notice [N6n]**

*Facilities Management and Campus Security are not able to provide clients with access to this room*
Emergency Information Notices [N7]

**Intent:**
Located in conspicuous locations in all washrooms. Where appropriate, logos shall be consistent with CAN/CSA-Z321-96 Signs and Symbols for the Workplace. To be installed as indicated on plans.

**Size:**
216mm x 279mm [8.5” x 11”]

**General Sign Construction:**
Consists of a sheet of non-glare acrylic/plexi with a vinyl decal reverse printed, and applied to the back of the plexi. A second layer of white vinyl is applied after the graphic, so the sign is opaque. Mount on layer of plywood where the sign is to be mounted on rough surfaces.

**Installation:**
To be located in all washrooms, normally located near the washroom exit. All locations to be confirmed by UVic.

**Colors:**
Pantone 425C        Pantone 185C

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![Emergency Information Notice [N7]](image)

![Installation of Emergency Information Notice [N7]](image)
Closed Circuit Television Notices and Video Camera Signs [N8a, N8b, N8c, N8d, N8e, N8f, N8g]

**Intent:**
Located inside and outside areas monitored by closed circuit television or rooms with live video cameras. These signs describe the type of surveillance or recording occurring in these areas.

**Size:**
- N8a, N8b  457mm x 203mm [18” x 8”]
- N8c  457mm x 203mm [18” x 8”]
- N8d, N8e, N8f, N8g  216mm x 127mm [8 1/2” x 5”]

**General Sign Construction:**
Consists of a sheet of non-glare acrylic/plexi with a vinyl decal reverse printed, and applied to the back of the plexi. A second layer of white vinyl is applied after the graphic, so the sign is opaque. Mount on layer of plywood where the sign is to be mounted on rough surfaces.

**Installation:**
As directed by UVic. N8a, N8b & N8c signs are normally placed above entrances to monitored areas. N8d, N8e, N8f & N8g signs are placed above Door ID signs or along corridors of monitored areas.
Closed Circuit Television Notices and Video Camera Signs [N8a, N8b, N8c, N8d, N8e, N8f, N8g], Continued

**Large Closed Circuit Television Notice (Monitored) [N8a]**

**This Area is Being Monitored by a Surveillance System**

The University collects personal information through its Surveillance System, authorized and installed under the Protection of Privacy Policy. Further information may be obtained from Privacy and Access to Information Office at privacyinfo@uvic.ca

**Large Closed Circuit Television Notice (Recorded) [N8b]**

**This Area is Being RECORDED by a Surveillance System**

The University collects personal information through its Surveillance System, authorized and installed under the Protection of Privacy Policy. Further information may be obtained from Privacy and Access to Information Office at privacyinfo@uvic.ca

**Large Closed Circuit Television Notice (Recorded and Monitored) [N8c]**

**This Area is Being RECORDED and may be MONITORED by a Surveillance System**

The University collects personal information through its Surveillance System, authorized and installed under the Protection of Privacy Policy. Further information may be obtained from Privacy and Access to Information Office at privacyinfo@uvic.ca

**Small Closed Circuit Television Notice (Monitored) [N8d]**

**This area is being MONITORED by a Surveillance System**

**Small Closed Circuit Television Notice (Recorded) [N8e]**

**This area is being RECORDED by a Surveillance System**

**Small Closed Circuit Television Notice (Recorded and Monitored) [N8f]**

**Live Video Camera Sign [N8g]**

**Please Note: There are Live Video Cameras and Microphones in this Room**
Emergency Eyewash / Shower Signs [N10a, N10b, N10c]

**Intent:**
Located on walls near emergency showers and/or eyewash stations and on doors on rooms containing emergency showers and/or eyewash stations.

**Size:**
203mm x 330mm [10” x 13”]

**General Sign Construction:**
One engraved Lamicoid panel (3d) with 30 degree beveled edges, all four sides, adhered to door surface with double sided adhesive (20). Digital files of the logos to be supplied by UVic. Refer to section details, materials list and specifications for complete construction and material information.
Emergency Eyewash / Shower Signs [N10a, N10b, N10c] cont.

Installation of Emergency Eyewash Station Sign [N10a] in Corridor

Installation of Emergency Shower / Eyewash Station Sign [N10c] on Door
Emergency Eyewash / Shower Projecting Signs [NP1a, NP1b, NP1c, NP1a-45, NP1b-45, NP1c-45, NP1d, NP1e, NP1f]

Intent:
Located on walls near emergency showers and/or eyewash stations and on doors on rooms containing emergency showers and/or eyewash stations. The large signs (NP1a, NP1b, NP1c) are to be used unless ceiling clearance is limited. In that case, the smaller signs are to be used.

Size:
NP1a, NP1b, NP1c, NP1a-45, NP1b-45, NP1c-45: 254mm x 254mm [10” x 10”]
NP1d, NP1e, NP1f: 178mm x 178mm [7” x 7”]
NP1a-45, NP1b-45, NP1c-45: 254mm x 178mm [10” x 7”]

General Sign Construction:
Mustang Aluminum Shelf Standoffs with Aluminum Composite Panel with engraved Lamicoid panels on either side where mounted perpendicular to wall. Aluminum mounting bracket with engraved Lamicoid panels on either side where mounted at angle. Where the sign is mounted on a corner or in a special situation, the bracket is constructed to conform to the walls. Digital files of the logos to be supplied by UVic. Refer to section details, materials list and specifications for complete construction and material information.

![Large Emergency Eyewash Station Projecting Sign [NP1a]](image1)
![Large Emergency Shower Projecting Sign [NP1b]](image2)
![Large Emergency Shower / Eyewash Station Projecting Sign [NP1c]](image3)
![Small Emergency Eyewash Station Projecting Sign [NP1d]](image4)
![Small Emergency Shower Projecting Sign [NP1e]](image5)
![Small Emergency Shower / Eyewash Station Projecting Sign [NP1f]](image6)
Projecting Emergency Eyewash / Shower Signs [NP1a, NP1b, NP1c] cont.

Installation of Large Projecting Emergency Eyewash Station Sign [NP1a] perpendicular to wall

Installation of Small Projecting Emergency Eyewash Station Sign [NP1d-45] on a corner. Note that 178mm wide signs are extended to 254mm on corners to make them more visible.

45° angle Small Emergency Eyewash Station Projecting Sign [NP1d-45]

45° angle Small Emergency Shower Projecting Sign [NP1e-45]

45° angle Small Emergency Shower / Eyewash Station Projecting Sign [NP1f-45]

To be mounted 51mm [2"] above the centre of the door frame / opening or at 2134 [7"] FFF

Installation of Large Projecting Emergency Eyewash Station Sign [NP1a] perpendicular to wall

Installation of Small Projecting Emergency Eyewash Station Sign [NP1d-45] on a corner. Note that 178mm wide signs are extended to 254mm on corners to make them more visible.
Stairwell Sign [S1, S1r]

Intent:
Stairwell Signs are to be installed at each level both outside and inside stairwells. These signs are required by code and include a tactile level number and braille.

Size:
203mm x 203mm [8” x 8”]

General Sign Construction:
S1 Consists of one layer of Lamicoid adhered to wall or glass with double sided tape. Embossed Lamicoid level number is to be ADA compliant, true and tactile. The braille raster balls shall show stairwell number and level number, shall be grade two braille, lower case only and numerals shall always have the Braille ‘number follows’ character before them. S1r Consists of one layer of Lamicoid adhered to glass with double sided tape - see note on S1r placement on following page. Refer to section details, materials list and specifications for complete construction and material information.
Note:
When mounting on glass, mount an S1 on the opposite side of the glass in order to conceal tape. Alternately, mount an S1r on the opposite side S1 signs inside or outside the stairwell are not located opposite one another.

Installation of Stairwell Signs at entry with glazing measuring greater than 300mm

Installation of Stairwell Signs at entry with sidelight measuring less than 300mm
Stairwell Wayfinding Sign [S2, S2r]

**Intent:**
Stairwell Wayfinding Signs are to be installed outside stairwells. Stairwell signs are required by code and include a tactile level number and braille. These signs are used in place of S1 signs in locations where it is necessary to include basic wayfinding information but it is difficult to add additional signage.

**Size:**
203mm x 279mm [8” x 11”]

**General Sign Construction:**
S2 Consists of one layer of Lamicoid adhered to wall or glass with double sided tape. Embossed Lamicoid level number is to be ADA compliant, true and tactile. The braille raster balls shall show stairwell number and level number, shall be grade two braille, lower case only and numerals shall always have the Braille ‘number follows’ character before them. S2r Consists of one layer of Lamicoid adhered to glass with double sided tape - see note on S2r placement on following page. Refer to section details, materials list and specifications for complete construction and material information.
**Note:**
When mounting on glass, mount an S2 on the opposite side of the glass in order to conceal tape. Alternately, mount an S2r on the opposite side S2 signs inside or outside the stairwell are not located opposite one another.

Installation of Stairwell Wayfinding Signs at entry with glazing measuring greater than 300mm

Installation of Stairwell Wayfinding Signs at entry with sidelight measuring less than 300mm
Stairwell / Elevator Graphic Signs [S3, S4]

Intent:
Stairwell / Elevator Signs are to be installed outside stairwells and elevators in locations where it is difficult to install Projecting Signs.

Size:
S3  457mm x 305mm [18” x 12”]
S4  305mm x 305mm [12” x 12”]

General Sign Construction:
Consists of one engraved Lamicoid panel adhered to wall with double sided tape. Refer to section details, materials list and specifications for complete construction and material information.

Installation of Stairwell / Elevator Graphic Sign [S3], shown above S1
Stairwell No Exit Signs [S5]

Intent:
Stairwell No Exit Signs are to be installed in stairwells that lead down to levels without exits. To be installed at centre line of stairwell heading down.

Size:
S5 762mm x 152mm [30” x 6”]

General Sign Construction:
Consists of one engraved Lamicoid panel adhered to wall with double sided tape. Refer to section details, materials list and specifications for complete construction and material information.
Stairwell No Storage Signs [S6]

**Intent:**
Stairwell No Storage Signs are to be installed in stairwells as directed by UVic.

**Size:**
S6 305mm x 203mm [12” x 8”]

**General Sign Construction:**
Consists of one engraved Lamicoid panel adhered to wall with double sided tape. Refer to section details, materials list and specifications for complete construction and material information.

**Installation:**
To be mounted at 1829mm [6’-0”] as directed by UVic.
Stairwell Roof Access Signs [S7]

Intent:
Stairwell Roof Access Only are to be installed in stairwells as directed by UVic.

Size:
591mm x 152mm [23 1/4” x 6”]

General Sign Construction:
Consists of one engraved Lamicoid panel adhered to wall with double sided tape. Refer to section details, materials list and specifications for complete construction and material information.

Installation:
To be mounted at 1651mm [5’-5”] or as directed by UVic.
Elevator In Case of Emergency Signs [S8]

Intent:
Elevator In Case of Emergency Signs are to be installed on the exterior of elevators beside controls.

Size:
203mm x 203mm [8” x 8”]

General Sign Construction:
Consists of one engraved Lamicoid panel adhered to wall with double sided tape. Refer to section details, materials list and specifications for complete construction and material information.
Area of Refuge Signs [S9]

Intent:
Area of Refuge Signs are to be installed in officially designated Areas of Refuge.

Size:
203mm x 203mm [8” x 8”]

General Sign Construction:
Consists of one engraved Lamicoid panel adhered to wall with double sided tape. Refer to section details, materials list and specifications for complete construction and material information.
STAIRWELL & ELEVATOR DIRECTIONAL SIGNS [SE]

**Intent:**
Stairwell & Elevator Directional Signs are to be installed in locations where stairs, elevators or accessible lifts would otherwise be difficult to find.

**Size:**
SE1, SE2, SE6: 178mm x 254mm [7” x 10”]
SE3: 241mm x 254mm [9 1/2” x 10”]

**General Sign Construction:**
Consists of one engraved Lamicoid panel adhered to wall with double sided tape. Refer to section details, materials list and specifications for complete construction and material information.
STAIRWELL & ELEVATOR DIRECTIONAL SIGNS [SE], cont.

Stairwell & Elevator Directional Sign [SE3]

Accessible Lift Directional Sign [SE6]
Projecting Signs [P1, P2, P3, P5, P6]

**Intent:**
Projecting Signs are to be installed above doors to help identify facilities that are within corridors.

**Size:**
- P1, P2, P6: 178mm x 178mm [7" x 7"]
- P1-45, P2-45, P3, P3-45: 254mm x 178mm [10" x 7"]
- P5, P5-45: 457mm x 305mm [18" x 12"]
- P6, P6-45: 305mm x 305mm [12" x 12”]

**General Sign Construction:**
Mustang Aluminum Shelf Standoffs with Aluminum Composite Panel with engraved Lamicoid panels on either side where mounted perpendicular to wall. Aluminum mounting bracket with engraved Lamicoid panels on either side where mounted at angle. Mounted perpendicular to wall in most situations.

Projecting Signs are laid out in the same manner on both sides.

Digital files of the logos to be supplied by UVic.
Projecting Signs, cont.

Installation of Projecting Stairwell Signs perpendicular to a wall

Installation of 45° angle Projecting Stairwell Signs on a corner. Note that 178mm wide signs are extended to 241mm on corners to make them more visible.

To be mounted 51mm [2"] (min 2100mm from floor) above the centre of the door frame / opening.

Installation of Projecting Stairwell Signs perpendicular to a wall

Installation of 45° angle Projecting Stairwell Signs on a corner. Note that 178mm wide signs are extended to 241mm on corners to make them more visible.
Wall Mounted Wayfinding [W1, W1a]

**Intent:**
Wall Mounted Wayfinding signs are installed at corridor intersections and other strategic locations. The intent is to direct building occupants to their destination and reassure them that they are heading in the right direction.

**Size:**
- W1: 610mm x Varies [24” x Varies]
- W1a: 1219mm x Varies [48” x Varies]

**General Sign Construction:**
Sign constructed of one continuous layer of Lamicoid with engraved Lamicoid panels on top. Sign is to be applied to wall surface using double sided tape. Maximum 4 lines of text. Use W1a where text exceeds 4 lines. Refer to section details, materials list and specifications for complete construction and material information.
Large Wall Mounted Wayfinding [W1b]

Intent:
Large Wall Mounted Wayfinding signs are installed in locations such as parkades. The intent is to direct pedestrians and drivers to their destination and reassure them that they are heading in the right direction.

Size:
W1b 1000mm x Varies [39 3/8” x Varies]

General Sign Construction:
Sign constructed of one continuous layer of Lamicoid with engraved Lamicoid panels on top. Sign is to be applied to wall surface using double sided tape. Refer to section details, materials list and specifications for complete construction and material information.

Typical Installation of Large Wall Mounted Wayfinding [W1b] on flush surface
Suspended Wayfinding [W2, W2a]

**Intent:**
Suspended Wayfinding signs are installed at corridor intersections and other strategic locations. The intent is to direct building occupants to their destination and reassure them that they are heading in the right direction. These signs will be utilized when walls do not permit Wall Mounted Wayfinding signs.

**Size:**
- W2 610mm x Varies [24” x Varies]
- W2a 1219mm x Varies [48” x Varies]

**General Sign Construction:**
A plexiglass backer sandwiched between a continuous layer of Lamicoid, both sides, with engraved Lamicoid panels on top. Suspended from ceiling with hanging hardware. Maximum 4 lines of text. Use W2a where text exceeds 4 lines. Refer to section details, materials list and specifications for complete construction and material information.

**Installation of Suspended Wayfinding [W2]**
Residence Corridor Wayfinding [W3]

Intent:
Residence Corridor Wayfinding signs are installed on or beside doors in residences where it would be impractical to install larger Wayfinding Signs. The intent is to direct occupants and visitors to their destination and reassure them that they are heading in the right direction. These signs are to be used to indicate residence room ranges only and W1 or W2 signs should be used in locations where a variety of ...

Size:
W3  610mm x Varies [24” x Varies]

General Sign Construction:
Sign constructed of one layer of Lamicoid with engraved text. Sign is to be applied to door or wall surface using double sided tape. Refer to section details, materials list and specifications for complete construction and material information.
Washroom Door Signs [WID1-WID16, WID18-WID34]

Intent:
Washroom Signs are to be installed on washroom doors to help identify the facilities.

Size:
152mm x 146mm [6” x 5 3/4”]
178mm x 254mm [7” x 10”]
178mm x 279mm [7” x 11”]
241mm x 254mm [9-1/2” x 10”]
291mm x 254mm [11-1/2” x 10”]

General Sign Construction:
One engraved Lamicoid panel (3 or 3c) with 30 degree beveled edges, all four sides, adhered to door surface with double sided adhesive (20). Digital files of the logos to be supplied by UVic.

Note that where WID signs are placed on top of WB signs, WB 3M Highland 9579 tape replaces Double Sided Foam Tape on WID signs. Refer to section details, materials list and specifications for complete construction and material information.

Note on Braille on Washroom Plates:
Braille on Washroom Plates on ID signs beside doors should match WID sign descriptions. All WID signs shown below show braille translation. Refer to section on Room Occupant Plates (ID5) for further information.
### WASHROOM & PLUMBING FIXTURE IDENTIFICATION

**[WID SERIES]**

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**Accessible Women’s Washroom [WID1]**
- Companion Badge: IDW1a

**Accessible Men’s Washroom [WID2]**
- Companion Badge: IDW1c

**Women’s Washroom [WID4]**
- Companion Badge: IDW1b

**Men’s Washroom [WID5]**
- Companion Badge: IDW1d

**Accessible Women’s Shower [WID7]**
- Companion Badge: IDW3a

**Accessible Men’s Shower [WID8]**
- Companion Badge: IDW3c

**Women’s Shower [WID10]**
- Companion Badge: IDW3b

**Men’s Shower [WID11]**
- Companion Badge: IDW3d

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- Women's Washroom / Shower [WID13]
  - Companion Badge: IDW5a

- Men's Washroom / Shower [WID14]
  - Companion Badge: IDW5c

- Accessible Men's Washroom / Shower [WID16]
  - Companion Badge: IDW5b

- Accessible Women's Washroom / Shower [WID15]
  - Companion Badge: IDW6a

Universal Washroom [WID23]
- Companion Badge: IDW3e

Accessible Universal Washroom [WID24]
- Companion Badge: IDW4a

Universal Washroom w/ Urinal [WID25]
- Companion Badge: IDW4c

Accessible Universal Washroom w/ Urinal [WID26]
- Companion Badge: IDW4b

Universal Washroom / Shower [WID27]
- Companion Badge: IDW5d

Universal Washroom / Shower [WID28]
- Companion Badge: IDW6b

Accessible Universal Shower [WID29]
- Companion Badge: IDW3f

Universal Shower [WID30]
- Companion Badge: IDW3g

Accessible Universal Washroom w/ Baby Change Station [WID31]
- Companion Badge: IDW4d
Universal Washroom with Accessible Changing Place [WID33]
- Companion Badge: IDW4e

Universal Washroom with Accessible Changing Place and Shower [WID34]
- Companion Badge: IDW7a
Washroom Directional Signs [WID1a-WID24a]

Intent:
Washroom Directional Signs are normally to be installed on walls of corridors leading to washrooms where washroom door signs are not easily visible. Arrows point toward appropriate washrooms. Washroom Directional Signs are to be used in conjunction with Washroom Door Signs and Washroom Projecting Signs.

Size:
178mm x 254mm [7” x 10”]
241mm x 254mm [9-1/2” x 10”]
343mm x 254mm [13-1/2” x 10”]

General Sign Construction:
One engraved Lamicoid panel (3 or 3c) with 30 degree beveled edges, all four sides, adhered to door surface with double sided adhesive (20). Digital files of the logos to be supplied by UVic. Refer to section details, materials list and specifications for complete construction and material information.
To Accessible Women’s Washroom [WID1a]

To Accessible Men’s Washroom [WID2a]

To Women’s Washroom [WID4a]

To Men’s Washroom [WID5a]

To Accessible Women’s Shower / Accessible Women’s Washroom/Shower [WID7a]

To Accessible Men’s Shower / Accessible Men’s Washroom/Shower [WID8a]

To Women’s Shower / Women’s Washroom/Shower [WID10a]

To Men’s Shower / Men’s Washroom/Shower [WID11a]

To Accessible Universal Washroom(s) [WID24a]
Washroom Stall Sign [WID17]

Intent:
Washroom Stall Signs are to be installed on washroom stall doors where necessary.

Size:
178mm x 254mm [7” x 10”]

General Sign Construction:
One engraved Lamicoid panel (3c) with 30 degree beveled edges, all four sides, adhered to door surface with double sided adhesive (20). Digital files of the logos to be supplied by UVic. Refer to section details, materials list and specifications for complete construction and material information.

Installation Note:
Signs to be installed on both sides of stall door.
Washroom Backing Signs [WB]

**Intent:**
Washroom Backing Signs are to be installed on doors in locations where washroom use varies according to gender ratio in the building, normally in residences. The signs serve as bases to allow WID signs to easily interchanged and are the same size and colour as the WID signs on top.

**Size:**
178mm x 171mm [7” x 6 3/4”]
203mm x 279mm [8” x 11”]
203mm x 305mm [8” x 12”]
267mm x 279mm [10-1/2" x 11”]
291mm x 254mm [11-1/2" x 10”]

**General Sign Construction:**
One engraved Lamicoid panel (3 OR 3c) with 30 degree beveled edges, all four sides, adhered to door surface with double sided adhesive (20). **Note that where WB signs are used, 3M Highland 9579 tape replaces Double Sided Foam Tape on WID signs on top.** Refer to section details, materials list and specifications for complete construction and material information.

*Installation of Washroom Backing Sign shown to accommodate WID15 & WID16 Signs*
Projecting Washroom Signs [WP1 - WP25]

**Intent:**
Projecting Washroom Signs are to be installed above washroom doors to help identify facilities that are within corridors.

**Size:**
- 178mm x 178mm [7” x 7”]
- 241mm x 178mm [9-1/2” x 7”]
- 305mm x 178mm [12” x 7”]

**General Sign Construction:**
Mustang Aluminum Shelf Standoffs with Aluminum Composite Panel with engraved Lamicoid panels on either side where mounted perpendicular to wall. Aluminum mounting bracket with engraved Lamicoid panels on either side where mounted at angle. Mounted perpendicular to wall in most situations. Digital files of the logos to be supplied by UVic. Refer to section details, materials list and specifications for complete construction and material information.

Projecting Washroom Signs are laid out in the same manner on both sides. Where an accessible logo is shown, the logo should always be placed on the right side of the sign, facing to the right.
Projecting Washroom Signs [WP3-WP14]

- Accessible Separate Men’s and Women’s Washrooms [WP3]
- Women’s Washroom [WP4]
- 45 Degree Women’s Washroom [WP4-45]
- Women’s Washroom / Shower [WP4a]
- 45 Degree Women’s Washroom / Shower [WP4a-45]
- Men’s Washroom [WP5]
- 45 Degree Men’s Washroom [WP5-45]
- Men’s Washroom / Shower [WP5a]
- 45 Degree Men’s Washroom / Shower [WP5a-45]
- Separate Men’s and Women’s Washrooms [WP6]
- Separate Men’s and Women’s Washrooms [WP6-45]
Projecting Washroom Signs [WP7-WP20]
Projecting Washroom Signs [WP20-25]

45 Degree Accessible Universal Shower [WP20-45]

Universal Shower [WP21]

45 Degree Universal Shower [WP21-45]

Accessible Universal Washroom w/ Change Table [WP22]

Universal Washroom with Accessible Changing Place [WP24]

Universal Washroom with Accessible Changing Place and Shower [WP25]
Washroom Stall Plaques [WSP1-WSP3]

**Intent:**
Washroom Stall Plaques are to be installed in universal washrooms that contain urinals within stalls or in enclosed areas or in other washrooms where the facilities within stalls aren’t immediately obvious.

**Size:**
- WSP1: 178mm x 127mm [7” x 5”]
- WSP2-3: 127mm x 127mm [5” x 5”]

**General Sign Construction:**
One engraved Lamicoid panel (3 or 3c) with 30 degree beveled edges, all four sides, adhered to door surface with double sided adhesive (20). Digital files of the logos to be supplied by UVic. Refer to section details, materials list and specifications for complete construction and material information.
Water Bottle Filling Station Signs [WF1]

**Intent:**
Water Bottle Filling Station Signs are to be installed beside water filling stations. WF signs are to be installed in tandem with Water Bottle Filling Station Projecting Signs [WP4] wherever possible.

**Size:**
178mm x 178mm [7” x 7”]

**General Sign Construction:**
One engraved Lamicoid panel (3p) with 30 degree beveled edges, all four sides, adhered to door surface with double sided adhesive (20). Digital files of the logos to be supplied by UVic. Refer to section details, materials list and specifications for complete construction and material information.
Water Bottle Filling Station Projecting Signs [PWF1, PWF1-45]

Intent:
Projecting Water Bottle Filling Station Signs are to be installed above or near water bottle filling stations to help identify facilities. PWF signs are used in tandem with Water Bottle Filling Station [WF1] signs wherever possible.

Size:
PWF1: 178mm x 178mm [7” x 7”]
PWF1-45: 254mm x 178mm [10” x 7”]

General Sign Construction:
Mustang Aluminum Shelf Standoffs with Aluminum Composite Panel with engraved Lamicoid panels on either side where mounted perpendicular to wall. Aluminum mounting bracket with engraved Lamicoid panels on either side where mounted at angle. Mounted perpendicular to wall in most situations.

Projecting Washroom Signs are laid out in the same manner on both sides.

Where the sign is mounted on a corner or in a special situation, a PWF1-45 sign is used or the bracket is constructed to conform to the walls. Digital files of the logos to be supplied by UVic.
Water Bottle Filling Station Projecting Signs [PWF1-45], Continued

45° Projecting Water Bottle Filling Station Sign [PWF1-45]

Installation of 45° Angle Bottle Filling Station Signs [PWF1-45] on a corner. Note that 178mm wide signs are extended to 241mm on corners to make them more visible.